



APPLICATION FOR EMPLOYMENT

City of Lake Forest – Human Resources
25550 Commercentre Drive, Suite 100
Lake Forest, CA 92630 (949) 461-3400
www.ci.lake-forest.ca.us

FOR PERSONNEL USE ONLY

- ☐ Meets Minimum Requirements
☐ Continue in Process

☐ Does Not Continue in Process
☐ Does Not Meet Min. Requirements

Reviewed by: _____ Date: _____

Print exact title of the position
you are applying for _____

Print your full name _____
(Last) (First) (Middle)

Address _____
(Number) (Street)

(City) (State) (Zip Code)

Telephone _____
(Work) (Home) (Cell)

Social Security Number _____
If applicable to the position, languages other than English
you speak, read or write fluently

For background purposes,
please complete the
following:

Valid Driver's License
Yes ☐ No ☐

Class: _____ State _____
Expiration Date _____
Number _____

Can you, upon hiring, submit
verification of your right to work in
the United States? Yes ☐ No ☐

Note: Such proof is required
after employment

Do you require any accommodations or specialized equipment to participate in a testing process? Yes ☐ No ☐

Are you able to perform the essential functions of the position for which you are applying, either with or without reasonable accommodations?
☐ Yes ☐ No

NOTE: All job offers are contingent upon the successful completion of a background process which includes a work history check, a physical and a drug screening.

Have you ever been convicted of a misdemeanor or felony by a court of law or military tribunal? Yes ☐ No ☐

If yes, give details below. Employability will depend upon the nature of the offense, the job in question, and the conduct of the applicant since the offense was committed.

Date	City & State	Offense	Penalty or Disposition

EDUCATION

Name and Location of Last Grade or High School

Did you graduate
from high school? Yes ☐ No ☐ or

Do you have a
GED certificate
Yes ☐ No ☐

Name and Location of Colleges, Universities, Business or Trade Schools Attended	Major	Units	Degrees or Certificates

Professional Licenses or Certificates

Other Job Related Training

Are you related to any current City of Lake Forest employee(s) Yes ☐ No ☐ If yes, list name(s)

EXPERIENCE: List your present or most recent job first. Carefully account for all recent employment (at least the last ten years), including paid and related volunteer work and military service. Attach additional sheets as necessary. A RESUME MAY BE PROVIDED, BUT DOES NOT REPLACE COMPLETION OF THE APPLICATION. Failure to complete all information will result in rejection.

If you are a finalist for this position, do you consent to having your present employer contacted? Yes ☐ No ☐

If "No," please explain

From _____ To _____ Mo/Yr Mo/Yr	Title of Your Position:			
Name and Address of Employer	Duties of Your Position			
Name of Supervisor / Phone Number				
Reason for Leaving	# Supervised (if any)	Hrs per week	Salary	Hour/Week/Month

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Name and Address of Employer	Duties of Your Position			
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Please identify and explain all periods of unemployment in excess of one month during the past 10 years:

From ____/____ To ____/____ Reason for Unemployment

From ____/____ To ____/____ Reason for Unemployment

I hereby certify that all statements made in this application are true and complete to the best of my knowledge and belief. I understand that false or misleading statements or missing information is cause for rejection of application, removal of name from eligible list, or if hired, dismissal from position.

Signature of Applicant

Date

For any other information you wish to provide concerning your qualifications for this position, please attach additional sheets.